



## PRE-BOTTLING CHECKLIST

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### BOTTLING RUN PREPARATION

- Complete Contract Addendum and forward to RMB office**
- Review addendum with RMB field staff to determine bottling order**
  - wines should move sterile to non-sterile and white to red
  - lots of 375s and magnums should be grouped together whenever possible

### WINE PREPARATION

- Wine temperature should be 60°F**
  - too cold may cause condensation that impacts label application
  - too warm does not allow for legal fill height
- Filtration is complete**
  - membrane ready in tanks prior to bottling date
  - red and off-white wines should be filtered within 24 hours of bottling
  - other whites should be filtered within 72 hours of bottling

### RAW MATERIALS

- Glass**
  - inventory type and quantity **prior** to day of bottling
- Corks**
  - inventory type and quantity **prior** to day of bottling
- Labels**
  - inventory type and quantity **prior** to day of bottling
  - confirm rewind direction of pressure sensitive labels (#4; outside left edge leading)
  - have printer wind face labels for use on box exteriors separate from bottle labels
- Capsules**
  - inventory type and quantity **prior** to day of bottling
  - confirm fit – capsules should settle onto bottle under their own weight
- Screw Caps**
  - inventory type and quantity **prior** to day of bottling
  - must be ROPP 30x60mm capsules
- Boxes** (if repacking from bulk)
  - all boxes must be built prior to the bottling date
  - all boxes should be stamped, labeled and coded while being built
  - **ADDITIONAL CREW REQUIREMENTS:** see below
- Case Stickers**
  - forward information to RMB office by email to [mary@ryanmobilebottling.com](mailto:mary@ryanmobilebottling.com) or fax to 707.257.8220
  - if not using our case stickers, you must have available your own stickers or stamp for case marking



## PRE-BOTTLING CHECKLIST, *CONT.*

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### SUPPLIES

- Water**
  - clean water accessible to standard garden hose bib
- Power**
  - 240 Volt **three-phase** power source with 125 Amp service or 40KW generator
  - service disconnect (if provided) must have a neutral and a ground
  - power source must be within 125 feet of bottling truck
- Inert Gas** (for clients not using the on-board nitrogen generator)
  - 1 roll-away doer provides for 3,000 cases
  - 1 stand-up doer provides for 2,500 cases
  - 1 cylinder provides for 250 cases
- UltraDoser** (for use with screw-caps)
  - Provides a drop of liquid nitrogen immediately prior to application of screwcap
  - 2 cylinders of high pressure gas are needed to sparge the UltraDoser at the beginning of the run
  - Client provided **low-pressure (22psi)** nitrogen is then used at a rate of 5,000 cases per doer
- Finished Product Pallets**
  - inventory type and quantity **prior** to day of bottling
  - NOTE: Glass pallets are typically rated for less weight than required for full cases

### CREW REQUIREMENTS

- MINIMUM OF NINE CREW MEMBERS PLUS ONE FORKLIFT DRIVER**
  - Number of winery/vineyard crew \_\_\_\_\_
  - Number of contract crew \_\_\_\_\_
- Stand-Up 6-Packs: Minimum of 12 crew members plus one forklift driver**
  - Number of winery/vineyard crew \_\_\_\_\_
  - Number of contract crew \_\_\_\_\_
- Lay-Down 6-Packs – Minimum of 14 crew members plus one forklift driver**
  - Number of winery/vineyard crew \_\_\_\_\_
  - Number of contract crew \_\_\_\_\_
- Capsules shorter than 40mm require two additional crew members to hand apply**

### OTHER REQUIREMENTS

- All raw materials should be staged by lot prior to the arrival of the bottling truck
- Wine must be ready to be delivered to truck 30 minutes prior to the start of bottling
- Winery staff with the ability to approve fill heights and label placement must be available 30 minutes **prior** to the start of bottling
- Dedicated winery staff should be available to work tanks and hoses through the course of the bottling
- There must be access to the wine, supplies and crew through the entire work day